

JOB TITLE: ASSISTANT HIGH SCHOOL PRINCIPAL'S SECRETARY / ATTENDANCE CLERK

QUALIFICATIONS:

1. Knowledge of computer usage and modern office practices.
2. Effective communication techniques and procedures.
Communicate effectively in oral and written form.
3. Establish cooperative relationships in a calm and tactful manner.
4. Effectively carry out oral and written directions.

REPORTS TO: Principal and/or Assistant Principal

JOB GOAL: To assure the smooth and efficient operation of the building assistant principal's office. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the building assistant principal's office. To contribute to the building assistant principal's office so that it can be effective in the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Read incoming material and sort it according to specific file system in use.
2. Clear files at designated intervals under the supervisor's directions.
3. Maintain a log of visitors to the school.
4. Maintain a daily student teacher attendance log.
5. File correspondences, cards or other records in manner as prescribed by the building principal.
6. Welcome students, parents and other visitors and arrange for their comfort. Screen unexpected calls in accordance with building procedures.
7. Perform record-keeping tasks in accordance with building procedures.
8. Prepare and post notices to building employees as directed by the principal.
9. Place and receive telephone calls and record messages in accordance with building procedures.
10. Maintain a filing system, as well as a set of locked confidential files. Process incoming correspondence as instructed in accordance with building procedures.
11. Obtain, gather, and organize pertinent data as needed into usable form.
12. Type a variety of materials such as letters and student records from rough drafts or corrected copy as directed by assistant principal.
13. Operate computers, word processors, copiers and facsimile as directed by the assistant principal.
14. Monitor student attendance records and make accurate, timely reports in accordance with district procedure.
15. Assist students with necessary directions.
16. Sign students in and out of school in accordance with district procedure.
17. Process discipline referrals as required.

18. Monitor downstairs office aides who are assigned to work in the assistant principal's office.
19. Monitor activities related to graduation.
20. Respond to state and local officials as directed by administrator.
21. Perform other duties and responsibilities necessary in the operation of the assistant principal's office.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: _____ Date: _____
(Secretary)

Signed: _____ Date: _____
(Supervisor)